

*Personnel*

20 June 1978

REMINDER MEMORANDUM

1. Get a list of all the promotion units--the career subunits--and the number of people in each.
2. Institute a 60-day rule on hiring.
3. Increase the powers of the central personnel office.
  - a. Insure that job openings are thoroughly advertised.
  - b. Insure that fitness reports are only available to authorized people.
  - c. Insure that fitness reports are turned in on time.
  - d. Assure there are established career patterns and some check on them.
4. Establish a two-track system.